

PAST PERFORMANCE QUESTIONNAIRE

The contractor listed below is being considered in a Source Selection by the United States Army Yuma Proving Ground, Arizona. Any comments you could provide regarding the past performance of the contractor providing this form would be greatly appreciated. Your comments are considered Source Selection Sensitive; therefore, you are advised that the Federal Acquisition Regulation (FAR 3.104) prohibits the release of the names of individuals providing reference information about an offeror's past performance. In order to maintain the integrity of the source selection process, please do not divulge the name of the contractor no discuss your comments on this questionnaire with any other individuals.

The completed questionnaire should be e-mailed to erik.reta@yuma.army.mil. Email is preferred, but if you do not have access to email, you may fax your reply to the attention of Erik Reta at 928-328-6849, or DSN 899-6849.

If receipt of your email or fax is not acknowledged, please call Erik Reta at 928-328-6163 or DSN 899-6163. Your completed questionnaire will become a part of the official source selection records. We appreciate you help. Your prompt response will be one of the keys to the successful and timely completion of the source selection.

PERFORMANCE QUESTIONNAIRE

(This questionnaire, when completed, shall be treated as Source Selection Sensitive IAW FAR 3.104-3 and shall not be disclosed to anyone outside the Government)

Contractor: _____ Prime or Sub? _____

Contract Number: _____ Contract Type: _____

Description of Service: _____

Period of Performance: _____

Contract Value at Award: _____ Current: _____

PLEASE FILL IN THE FOLLOWING RESPONDENT INFORMATION:

Name of Evaluator: _____

Office Symbol and Organization: _____

Phone (Commercial & DSN): _____

Fax Number & E-mail Address: _____

Position Title and Grade: _____

Dates of Involvement in Program/Contract: _____

Date Questionnaire completed: _____

The following questions are of two types: FILL-IN and RATING. When responding to the RATING-type questions, choose the corresponding letter which most accurately describes the contractor's performance or situation. Responses to the RATING-type questions should be supplemented, if necessary, with explanatory narrative, in the Remarks section following the questions.

EXCEPTIONAL: The contractor's performance meets contractual requirements and exceeds many requirements to the Government's benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

VERY GOOD: The contractor's performance meets contractual requirements and exceeds some requirements to the Government's benefit. The contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

SATISFACTORY: The contractor's performance meets contractual requirements. The contractual performance contained some problems for which corrective actions taken by the contractor appear or were satisfactory.

NEUTRAL: No performance record identifiable.

MARGINAL: The contractor's performance does not meet some contractual requirements. The contractual performance reflects a serious problem for which the contractor has not yet identified corrective actions or the contractor's proposed actions appear only marginally effective or were not fully implemented.

UNSATISFACTORY: The contractor's performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problems for which the contractor's corrective actions appear or were ineffective.

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|----------------------|---------------------|-----------------------|------------------|-------------------|-------------------------|
| E=Exceptional | VG=Very Good | S=Satisfactory | N=Neutral | M=Marginal | U=Unsatisfactory |
|----------------------|---------------------|-----------------------|------------------|-------------------|-------------------------|

MANAGEMENT:

A. Quality of Service

- | | |
|--|--------------|
| 1. Contractor met quality standards for technical performance. | E VG S M U N |
| 2. Contractor met quality standards for administrative performance. | E VG S M U N |
| 3. Contractor complied with Quality Control Plan. | E VG S M U N |
| 4. Contractor delivered acceptable services. | E VG S M U N |
| 5. Contractor provided accurate and complete deliverables. | E VG S M U N |
| 6. Contractor had an adequate system to control Government Furnished Property. | E VG S M U N |

B. Schedule

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|--|--------------|
| 7. Contractor provided deliverables on time. | E VG S M U N |
| 8. Contractor performed the services in a timely manner. | E VG S M U N |
| 9. Contractor completed projects and subsequent corrective actions, including punch-list items in a timely manner. | E VG S M U N |
| 10. Contractor submitted timely proposals for contract modifications. | E VG S M U N |

C. Cost Control

- | | |
|--|--------------|
| 11. Contractor performed services within contract cost parameters. | E VG S M U N |
| 12. For award fee contracts, what was the average percentage of award fees paid in the last three periods? | _____ % |
| 13. Contractor's financial reporting was timely and accurate. | E VG S M U N |
| 14. For cost reimbursable line items, contractor had an adequate purchasing system to control prices. | E VG S M U N |

D. Business Relations

- | | |
|---|--------------|
| 15. Contractor is responsive to Government requirements. | E VG S M U N |
| 16. Contractor effectively identifies problems related to the contract, services and personnel. | E VG S M U N |
| 17. Contractor effectively resolves problems related to the contract, services and personnel. | E VG S M U N |
| 18. Contractor is cooperative and has a good working relationship with Government personnel. | E VG S M U N |

E. Management of Key Personnel

- | | |
|--|--------------|
| 19. Contractor effectively manages multiple projects with multiple disciplines. | E VG S M U N |
| 20. Contractor has stable work force, with appropriate experience and mix of skills for the services provided. | E VG S M U N |

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|--|---------------|
| 21. Contractor works well with prime and/or subcontractors and/or teaming members. | E V G S M U N |
| 22. Contractor personnel are knowledgeable and competent. | E V G S M U N |
| 23. Contractor's delegation of authority to project manager and supervisors met contract | E V G S M U N |

General

24. Remarks (areas having significance when considering this contractor for a similar contract; exceptional and unsatisfactory ratings):

25. What do you think was the Contractor's strongest management attribute and why?

26. What was the Contractor's weakest management attribute and why? Did the Contractor correct, or attempt to correct the weaknesses?

THANK YOU IN ADVANCE FOR YOUR ASSISTANCE